

**SOUTH CAROLINA LAW ENFORCEMENT DIVISION
PRIVATE INVESTIGATIONS
CONTINUING EDUCATION PROGRAM**

**Application For Approval of Training Program By
Institutional Provider**

The completion and submission of this application form does not provide automatic approval of any course submitted by your company. Approval of this application grants your company "Institutional Provider" status which assists us in the timely processing of your future applications for course approvals. If your application is approved, you will be notified by mail. All course approval requests must be accompanied by:

1. A list of the specific topics included in the course
2. Student performance objectives for each topic
3. Name and professional and educational background of instructional personnel
4. The number of contact hours for each course

Approval is granted for instructional contact hours only; course registration, business meetings and lunch or dinner breaks are not considered as instructional contact hours.

Approval is generally not granted for marketing and advertising courses and presentations primarily for entertainment or general information.

To qualify for approval, courses must be relevant to the operation of a private investigation business and consist of training designed specifically to enhance the knowledge, skills and abilities of licensed and registered private investigators.

To gain approval, a training providers must agree to furnish to the State Law Enforcement Division, upon request, the names of students trained in South Carolina. This information is intended to aid periodic inspection of training providers by the State Law Enforcement Division for the purpose of assessing quality of training.

To enable trainees to earn continuing education credits for completing your training course, you must issue each trainee a diploma, certificate or other documentation attesting to the satisfactory completion of your training.

Approval of your training course(s) indicates only that your course meets minimum standards of the State Law Enforcement Division for continuing education credit for licensed and registered private investigators in South Carolina. The State Law Enforcement Division assumes no liability for training presented by other companies or agencies or for actions by trainees that might result from such training.

**SOUTH CAROLINA LAW ENFORCEMENT DIVISION
REGULATORY SERVICES UNIT**

**Application For Approval of Training Program By
Institutional Provider**

(See information on reverse)

Date of Application: _____

Name of your business / agency: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

This Application Submitted By: _____

Name

Title

Please indicate the type of business / agency you represent by placing a check mark in the space provided:

☐ **Law Enforcement Agency**

☐ **Private Investigation Business**

☐ **Professional Association**

☐ **Law Enforcement Association**

☐ **Consultant (Fee Based)**

☐ **Private Training Provider (Fee)**

☐ **Other (Specify Below)**

☐ **College / University**

Describe how the course work is delivered by placing a check mark in the space provided:

☐ **Conventional Instructor Presentation**

☐ **Other (Explain):**

☐ **Videotape / Videodisc**

☐ **Correspondence**

☐ **TV (Special Network)**

☐ **Worldwide Web (On-Line)**

Is your program accredited or approved by a State private investigations licensing agency for provision of continuing education training?

☐ **Yes (Provide details)** ☐ **No**

State:_____ **Agency:**_____ **Telephone #:**_____

MANDATORY: If you are a private business providing training on a fee basis, attach two letters of recommendation from previous clients who have benefited from your training within the past 12 months. You must attach, on a separate sheet, the information detailed on the cover sheet to this form.